



Regulatory Licensing and Permitting System (RLPS) Citizen Portal

RLPS Citizen Portal: Presentation Content

- Citizen Access Class Registration
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Class Registration

RLPS Citizen Portal: Class Registration

- Click the “My Records” tab

The screenshot displays the RLPS Citizen Portal interface. At the top right, it shows the user is logged in as John Doe, with links for Collections (0), Account Management, and Logout. A search bar is located below the login information. The main navigation bar includes tabs for Home, Licenses, My Records, My Account, and Advanced Search. A red arrow points from the 'My Records' tab to a callout box labeled 'My Records'. Below the navigation bar, the user is greeted with 'Hello, John Doe'. The main content area features two sections: 'My Collection (0)' with a 'View Collections' button, and 'Work in progress' with a 'View All Records' button. The 'Work in progress' section contains a table with columns for Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'.

Logged in as: John Doe Collections (0) Account Management Logout

Search...

Home Licenses

My Records My Account Advanced Search

Hello, John Doe

My Collection (0) View Collections

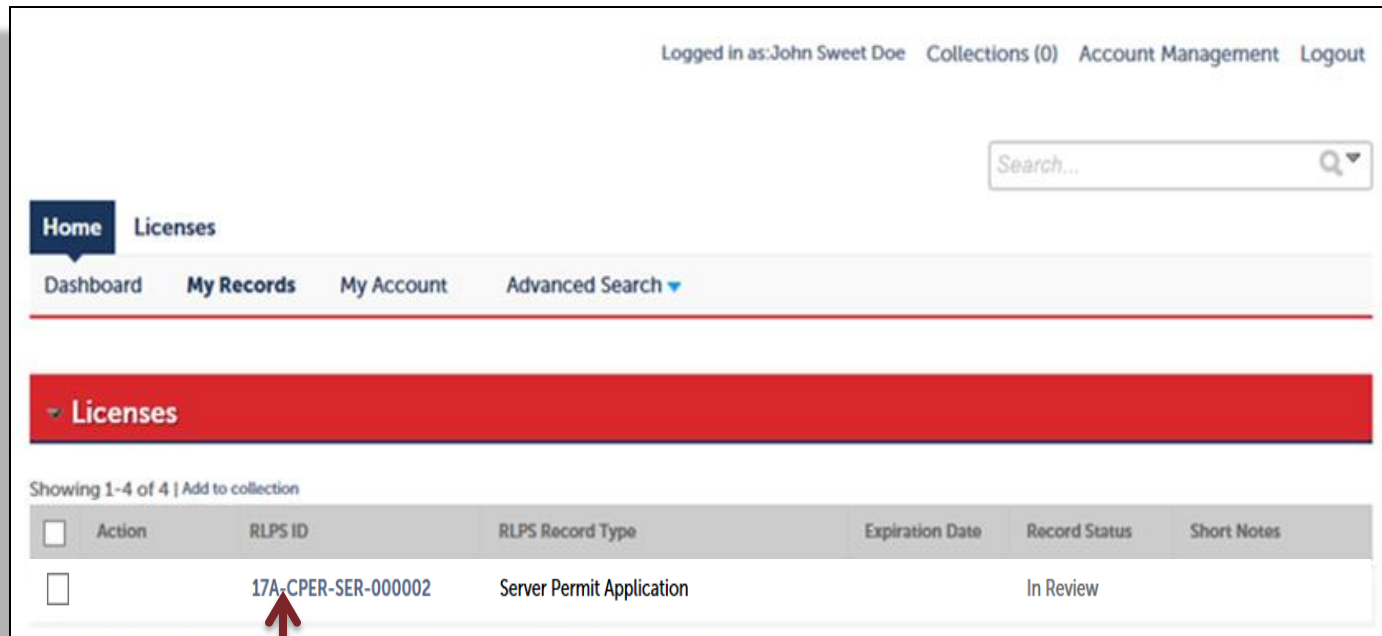
You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

RLPS Citizen Portal: Class Registration

- Click on the RLPS ID of the Server Permit Application record



Logged in as: John Sweet Doe Collections (0) Account Management Logout

Search...

Home Licenses

Dashboard My Records My Account Advanced Search ▾

▼ Licenses

Showing 1-4 of 4 | Add to collection

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	Short Notes
<input type="checkbox"/>		17A-CPER-SER-000002	Server Permit Application		In Review	

Click this

RLPS Citizen Portal: Class Registration

- Click the “Education” tab

The screenshot displays the RLPS Citizen Portal interface. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs, there are two buttons: 'Create an Application' and 'Search Existing'. The main content area shows 'Record 17A-CPER-SER-000002:' with an 'Add to collection' link. Below this, it says 'Server Permit Application' and 'Record Status: In Review'. A horizontal menu contains four tabs: 'Record Info', 'Payments', 'Education', and 'Class Details'. The 'Education' tab is selected, and a red arrow points to it from a 'Click to continue' callout box. Below the tabs, there are two red sections: 'Business Address' and 'Record Details'. At the bottom left, there is a 'More Details' link.

Home Licenses

Create an Application Search Existing

Record 17A-CPER-SER-000002: Add to collection

Server Permit Application

Record Status: In Review

Record Info Payments Education Class Details

Click to continue

Business Address

Record Details

More Details

RLPS Citizen Portal: Class Registration

- Click the “Schedule an Examination” link.

Click the link

The screenshot shows the 'Licenses' section of the RLPS Citizen Portal. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs are links for 'Create an Application' and 'Search Existing'. The main content area displays information for 'Record 17A-CPER-SER-000002', including a link to 'Add to collection' and a 'Server Permit Application' link. The 'Record Status' is 'In Review'. Below this is a navigation bar with tabs for 'Record Info', 'Payments', and 'Education'. The 'Class Details' section is highlighted in red. Under 'Class Details', there are four categories: 'Schedule an Examination', 'Pending', 'Ready to Schedule', and 'Scheduled'. Each category has a message indicating that there are no classes in that category for this record. The 'Completed' category is also listed at the bottom with a similar message.

Home Licenses

Create an Application Search Existing

Record 17A-CPER-SER-000002: Add to collection

Server Permit Application

Record Status: In Review

Record Info Payments Education

Class Details

Schedule an Examination

Pending

There are no pending classes for this record.

Ready to Schedule

There are no classes ready to schedule for this record.

Scheduled

There are no scheduled classes for this record.

Completed

There are no completed classes for this record.

RLPS Citizen Portal: Class Registration

- Select the class type.

Schedule a Class

Available Classes (1)

☐ Alcohol Awareness Training

Click to continue

Continue Cancel



RLPS Citizen Portal: Class Registration

- Choose your class.

Schedule a Class ×

Available Schedule Options for Alcohol Awareness Training

Trainer: Class City: Class State:

From (date):  To (date): 

Filter

Showing 0-0 of 0

Trainer	Date	Weekday	Start Time	End Time	Class Location	Available Seats
No records found.						

Continue **Back** **Cancel**

Click to show Training schedule


Click to continue

RLPS Citizen Portal: Class Registration

- Confirm the registration

Schedule a Class

Confirm your selection and fill in the required information, if any.

Alcohol Awareness Training
Clearice LightHouse1700009
01/08/2018 Monday 10:30:00 AM ~ 13:00:00 PM
English
22 flamer rd Locky Hall nashville Tennessee 37876
10
 Yes

Fees	Amount
<hr/>	
TOTAL FEES	\$0.00

Confirm [Back](#) [Cancel](#)



Thank You